

City of Santa Clara Benefit Summary Overview for Bargaining Unit #9B Unclassified Fire Management

This summary provides a brief overview of the City of Santa Clara's benefits available to Unit #9B employees. If there is a conflict between the information in this summary and the official plans/contracts, the official documents will determine how the plans work and the benefits they pay. The information contained in this brochure is based upon the December 16, 2007 – December 24, 2011 Memorandum of Understanding for Unit #9B. Additional information may be obtained from the City's Human Resources Department. Benefits are subject to change.

Vacation:

- Vacation is accrued bi-weekly, for use after one year of City service
 - 8 hour shift employees
 - For 1-9 years of service: 15 days (120 hours)/year
 - For 10-19 years of service: 20 days (160 hours)/year
 - For 20+ years of service: 22 days (176 hours)/year
 - 24 hour shift employees
 - For 1-9 years of service: 8 shifts (192 hours)/year
 - For 10-19 years of service: 10 shifts (240 hours)/year
 - For 20+ years of service: 12 shifts (288 hours)/year
- Vacation to Cash Conversion
 - 8 hour shift employees
 - Employee may convert up to 40 hours/year of accrued vacation to cash per calendar year (under MOU provisions)
 - Employee may make a second conversion up to 40 hours/year of accrued vacation to cash per calendar year, if sufficient balance is available
 - 24 hour shift employees
 - Employee may convert up to 56 hours/year of accrued vacation to cash per calendar year (under MOU provisions)
 - Employee may make a second conversion up to 56 hours/year of accrued vacation to cash per calendar year, if sufficient balance is available

Holidays:

- Thirteen (13) paid holidays per year

Sick Leave:

- Sick leave is accrued bi-weekly for equivalent of 12 days or shifts per year with no maximum accrual for use
 - 8 hour shifts:
 - Employees accrue 12 days (96 hours) of sick leave per year
 - Up to 48 hours/year of accumulated sick leave may be used for family illness
 - Up to 24 hrs/year of accumulated sick leave may be used for personal leave
 - 24 hour shifts:
 - Employees accrue 12 shifts (288 hours) of sick leave per year
 - Up to 6 shifts (144 hours)/year of accumulated sick leave may be used for family illness
 - Up to 2 shifts (48 hours)/year of accumulated sick leave may be used for personal leave
- Employee may convert sick leave to vacation once per calendar year
 - 8 hour shift employees: Annual maximum conversion is 96 hours sick to 48 hours vacation
 - 24 hour shift employees: Annual maximum conversion is 216 hours sick to 72 hours vacation
- Partial sick leave payoff provision on retirement depending on years of service and sick leave cap (1,500 hours in addition to balance as of 01/01/2004)

Bereavement Leave:

- Employees are eligible for up to 40 hours (or 56 hours for 24 hr shift) of Bereavement Leave per family death occurrence. The amount of leave depends on relationship of family members as specified in the Memorandum of Understanding and Personnel and Salary Resolution.

Management Leave:8 hour shift employees

- Sixty-four (64) hours of management leave will be credited to Unit 9B employees each January 1st
 - New employees hired between January 1st and June 30th will receive 64 hours of management leave
 - New employees hired between July 1st and December 31st will receive 32 hours of management leave

24 hour shift employees

- Ninety-six (96) hours of management leave will be credited to 24 hour shift employees each January 1st
 - New employees hired between January 1st and June 30th will receive 96 hours of management leave
 - New employees hired between July 1st and December 31st will receive 48 hours of management leave
- Unused leave does not carry over from year to year

Compensatory Time Off (Unclassified CTO):

- 8 hour employees may use thirty-two (32) hours of Unclassified CTO each year, with provisions
- 24 hour employees may use forty-eight (48) hours of Unclassified CTO each year, with provisions
- Unclassified CTO use must be approved by Department Head or management staff; Department Heads do not need City Manager approval

Retirement:

- Membership in the California Public Employees Retirement System (CalPERS) 3% @ 50 Plan
Employee pays approximately 9% of gross pay
- Social Security and Medicare
Employee does not participate in Social Security
Employee pays 1.45% (Medicare) of gross pay if hired after 03/31/1986
Employees hired prior to 03/31/1986 do not participate in FICA or Medicare

Deferred Compensation:

- Voluntary plan through Hartford Insurance
- Employee may defer the lesser of \$15,500/year or 100% of gross compensation. Employees over 50 years of age may defer \$20,500/year.

Health Insurance:

- Choice of health insurance plans is available through PERS Health Insurance Program
- Health allocation of \$472.11/month (reimbursement provided if allocation is not used to pay for health premium)
- Employee electing health coverage with premiums above the Health Allocation will pay additional premium costs from salary. Health insurance premium deductions are taken on a pre-tax basis.
- Coverage is effective the first of the month after date of hire

Dental Insurance:

- City paid—City Dental Reimbursement Plan
- Maximum reimbursement \$2,000 per family per calendar year
- Coverage begins the first of the month after date of hire
- Eligible for first reimbursement first of the month following 30 days of City service

Retiree Medical Reimbursement Program:

- Employees who retire from the City with at least ten (10) years of service shall receive reimbursement to help cover retiree single health insurance premiums. The reimbursement maximum includes the PEMHCA minimum.
 - Up to age 65, retirees are eligible for reimbursement up to \$278/month (reimbursement amount adjusted annually).
 - After age 65, retirees are eligible for reimbursement up to \$168/month (reimbursement amount adjusted annually).

Professional Development/Non-Recoverable Health Services:

- \$500/year allocation from Total Compensation for covered elements of the program
- Disbursed annually on or about November 15

Flexible Spending Account (IRS Section 125 Plan):

- Employee may contribute up to \$5,000 per calendar year in pre-tax dollars to health care spending account
- Employee may contribute up to \$5,000 per calendar year in pre-tax dollars to dependent care spending account

Life Insurance:

- Basic Life Insurance coverage is effective the first of the month after one calendar month of employment
- City pays for \$40,000 coverage
- Additional optional insurance may be purchased by the employee
- Optional Life Insurance may be purchased for the spouse, domestic partner, and/or dependent children

Uniform Allowance:

- \$500 per year

Tuition Assistance Program:

- A tuition reimbursement program is available to assist in funding job-related course work for employee development. The program covers tuition and books, but is subject to Department Head approval and department budget.

Family Medical Leave:

- Per federal law, if the employee has worked 1250 hours in the past year, 12 weeks of unpaid family medical leave is available in a rolling one year period

Employee Assistance Program:

- Confidential counseling to employee and dependents at no cost to employee
- Employees may call Managed Health Network (MHN) confidentially at 1-800-227-1060
- Three (3) sessions per family member per incident